

PowerPoint 2007

Applying a Theme



Working with Themes

Themes are pre-defined design templates that you may apply to your PowerPoint presentation (Figure 1). A Theme typically will apply a background color, font appearance and recurring graphic to your slides. Because the styles associated with a Theme will overwrite any current slide formatting, it is best to create your presentation without assigning any particular colors or font choices (Figure 2). Once you apply the Theme of your choice, you may adjust the individual slide elements as you desire. Applying a Theme is a quick way to professionally format a presentation.

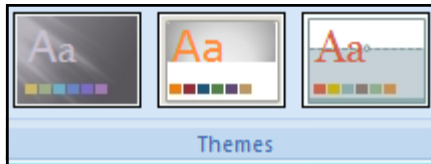


Figure 1

Process Summary

Working with Themes
Slide Sorter View
Applying a Theme
Modifying Slides

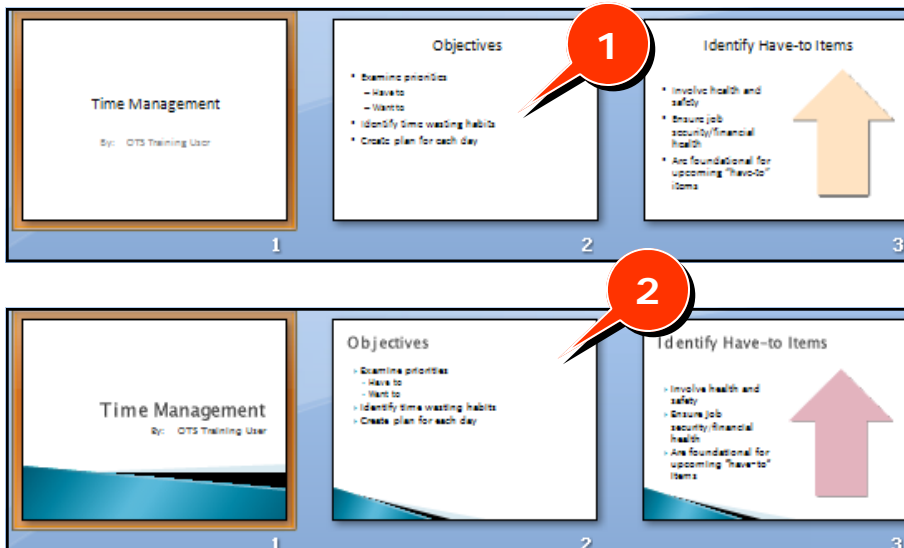


Figure 2, 1 shows a presentation prior to a Theme being applied to it.

Figure 2, 2 shows a presentation after the Theme "Concourse" has been applied.

Figure 2

Slide Sorter View

You may see thumbnail versions of all of your slides at once by displaying them in Slide Sorter View (Figure 2).

1. With your PowerPoint presentation open, select the **View** tab and then click **Slide Sorter**. *The presentation view changes to display all of your slides.*

Applying a Theme

1. Left-click on the desired **Theme** button on the **Design** tab to apply that Theme to your presentation.


Click the **Undo** button if you do not like the appearance of the Theme you have applied.

Modifying Slides

Once you have applied a Theme, you may modify any element of your slides, such as the appearance of the titles, text, graphics or the background color.


Modify the Color Palette of All Slides:

1. Display your presentation in **Slide Sorter View**.
2. Left-click the **Colors** button on the **Design tab**.
3. Apply the Color Palette you desire by clicking on it.

 Click the **Undo** button if you do not like the appearance of your presentation with the new color palette applied.

Modify the Font Appearance of All Slides:

1. Display your presentation in **Slide Sorter View**.
2. Left-click the **Font** button on the **Design tab**.
3. Apply the Font style you desire by clicking on it.

 Click the **Undo** button if you do not like the appearance of your presentation with the new Font styles applied.

Hide the Background Graphic on a slide:

Sometimes you will like the look of a Theme but the background graphic that appears in the Theme may not be appropriate for every slide in your presentation (Figure 3, 1). You may turn off or hide the background graphic for one or many of the slides in the presentation (Figure 4).

1. Display your presentation in **Slide Sorter View**.
2. Left-click the **Slide** that is currently displaying the graphic you want to hide.
3. On the **Design tab**, click the checkbox for **Hide Background Graphics**.

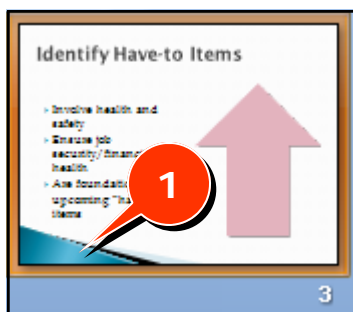


Figure 3

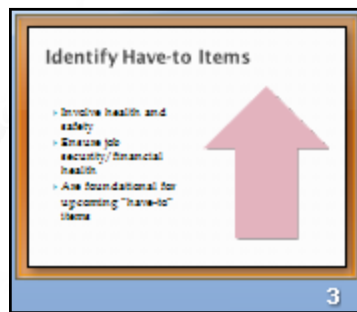


Figure 4